

Department of Planning and Development, City of Newton, Massachusetts

REQUEST FOR PROPOSALS:

Disposition of a Leasehold Interest: Mixed-Use Development

for

1294 Centre Street, Newton, Massachusetts

RFP #17-29 Proposal Opening Date: December 15, 2016 at 10:00 a.m.

Pre-Proposal Meeting: November 17, 2016 at 10:00 a.m.



OCTOBER 2016

Setti D. Warren, Mayor

CITY OF NEWTON, MASSACHUSETTS

REQUEST FOR PROPOSAL #17-29

1294 CENTRE STREET

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CITY OF NEWTON
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS #17-29

This City of Newton Request For Proposals (RFP) invites sealed proposals in accordance with M.G.L. c.30B, §16 from real property developers (Developers) for

DISPOSITION OF LEASEHOLD INTEREST IN REAL PROPERTY:
Mixed-Use Development for 1294 Centre Street, Newton, Massachusetts

Pre-proposal Meeting: 10:00 a.m., Thursday, November 17, 2016 at 1294 Centre Street, Newton, MA

Proposals will be received until **10:00 a.m., Thursday, December 15, 2016**

at the Purchasing Department, Room 201, Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459. Immediately following the deadline for submission, the City shall prepare and publish a list of all proposals submitted.

Documents associated with this RFP (Contract Documents) will be available online at the City's website: www.newtonma.gov/bids after: **10:00 a.m., October 20, 2016.**

Proposers are responsible for downloading the specifications from the City's web site at www.newtonma.gov/bids. Proposers must email the Purchasing Department (purchasing@newtonma.gov) their Company Name, Address, Email address, Phone & Facsimile number and what bid # (i.e. #17-29) they have downloaded.

As this is an RFP, proposers shall submit (i) a technical, or non-price proposal, which includes everything responsive to this RFP except the proposed contract price, and (ii) a Price Proposal.

There is no specific form for the Technical Proposal, although it should be responsive to all information requested in the RFP. The Price Proposals shall be submitted on the Price Proposal #17-29 form included in this RFP.

All proposals shall be submitted as (i) for the Technical Proposal, one ORIGINAL and four (4) COPIES and (ii) for the Price Proposal, ONE COPY. In addition, a digital CD copy of the Technical Proposal is required.

Proposers' attention is directed to the requirements of the City's Supplemental Equal Employment Opportunity, Anti-Discrimination and Affirmative Action Program and also to the Minority/Women Business Enterprise Plan, December 1999, all of which are available on the Purchasing Department's web page. In the event of conflict between any of the above listed policies, the stricter policy shall apply.

All City of Newton bids are available on the City's web site, www.newtonma.gov/bids. It is the sole responsibility of Developers downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you must email the Purchasing Department (purchasing@newtonma.gov) the Company Name, Address, Email address, Phone & Facsimile number and what bid # (i.e. #17-29) has been downloaded.

The City will reject any and all proposals in accordance with the above referenced General Laws. In addition, the City reserves the right to waive minor informalities in any or all proposals, or to reject any or all proposals (in whole or in part) if it be in the public interest to do so.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON



Nicholas Read

Chief Procurement Officer

October 20, 2016

PART I. DECISION TO USE COMPETITIVE SEALED PROPOSALS

The City of Newton owns a 0.37-acre (16,160 square feet) parcel of land improved with a former municipal branch library consisting of approximately 6,800 gross square feet (usable 1st floor area of approximately 4,200 square feet) with additional square footage in the basement suitable for storage, located at 1294 Centre Street, Newton, Massachusetts (the “Property”). The City seeks to rehabilitate and reactivate the Property by a long-term lease (“Master Lease”) to a lessee (“Developer”) which will implement the redevelopment of the Property to meet the City’s various goals and needs as set forth in this RFP. Because the City wants to lease the Property to a Developer which is best able to achieve the best residential, commercial and social services uses considered most desirable by the City, taking into account the Proposer’s price and non-price proposals, the Chief Procurement Officer has determined that this request for redevelopment proposals in conjunction with the disposition of an interest in real property by lease is best served by utilizing an RFP process.¹

PART II. BACKGROUND

The City is looking to restore and reactivate the Property while introducing new uses which serve the community, accommodate community space for gatherings and provide a needed resource in the community to assist low income families achieve economic self-sufficiency. To these ends, the City is seeking a development proposal that, at a minimum, (1) provides for the historic restoration of the building with a use that allows for community access, (2) the inclusion of five to ten housing units targeted towards low-income families and (3) a well-articulated social service plan aimed at moving the 5-10 resident families to economic self-sufficiency. The following RFP provides details on the overall project, submission requirements, and selection criteria.

The building was erected in 1927 and is significant to the civic history of Newton in that it was constructed with donations from Newton citizens. It is one of four architecturally similar branches in the City’s original public library system. While the building use has changed (It was most recently occupied by the City’s Health Department.) and many interior spaces have been altered, most of the significant interior features remain intact and in relatively good condition. The building has suffered from deferred maintenance and significant investment is necessary to secure the integrity of the building, preserve historic features, and satisfy building code.

In 2012, local citizen experts appointed to a Joint Advisory Planning Group (JAPG) studied the Property and made recommendations for its highest and best use. The JAPG report, as well as a report from the City’s Planning and Development Department, can be found here:

- <http://www.newtonma.gov/gov/planning/current/devrev/hip/centre.asp>

A key finding of both reports is that “the site is small but its location is a key-stone within the center and the right use could instill a new kind of energy in the village.”

Request for Interest: In 2015, the City issued a Request for Interest (RFI) for the Property to gauge interest in its reuse. Based on the receipt of several responses, the Board of Aldermen (subsequently renamed City Council) issued a Board Order on November 2, 2015 (**Attachment B**).

¹ Although the City has elected to use an RFP process, it is not its intent to follow the procedures set forth in M.G.L. c.30B, §6. This transaction is a disposition of an interest in real property subject to M.G.L. c. 30B, §16. All terms and conditions of this procurement are set forth in this RFP, which does not incorporate any provisions of M.G.L. c.30B, §6 except to the extent the same are set forth herein.

PART III. ANTICIPATED RFP SCHEDULE

RFP issued	October 20, 2016, at 10:00 a.m.
Pre-bid meeting*	November 17, 2016 at 10:00 a.m.
Deadline for submitting questions	December 9, 2016 at 12:00 noon.
Proposals due	December 15, 2016 at 10:00 a.m.
Award of contract	TBD

***THE PREBID MEETING WILL TAKE PLACE AT 1294 CENTRE STREET.** The pre-bid meeting is not mandatory.

PART IV. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be submitted in accordance with the terms and conditions of this RFP to the *Chief Procurement Officer* in the Purchasing Department, Room 201, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459, **no later than 10:00 a.m., Thursday, December 15, 2016.**

Proposals must be submitted in two separate sealed envelopes, one marked “Technical Proposal” the other marked “Price Proposal”. Price Proposals shall NOT be submitted with Technical Proposal. Any Technical Proposal containing any part of a Price Proposal may be rejected as non-responsive.

One Original and four (4) copies of the Technical Proposal must be submitted in a sealed envelope, plainly marked:

Technical Proposal, RFP #17-29 - “Mixed-Use Development For 1294 Centre Street”
along with your company name on the front of the envelope.

In addition, a digital CD copy of the Technical Proposal is required.

Addenda must be acknowledged on the Technical Proposal form. Any proposal without an acknowledgement on the Technical Proposal form may be rejected as non-responsive.

One (1) signed copy of the Price Proposal must be submitted in a sealed envelope, plainly marked:

Price Proposal, RFP #17-29 - “Mixed-Use Development For 1294 Centre Street” along
with your company name on the front of the envelope.

Faxed proposals will not be accepted.

Proposals will not be opened publicly. Proposal contents will be kept confidential and not disclosed until after the evaluation and award. However, a listing of proposers submitting proposals will be available online as soon as practicable after the opening at: www.newtonma.gov/bids .

Proposals may include any materials and information that the Proposer feels are necessary to satisfy as many of the recommended features of the Project description as practicable. After the opening of the Proposals, a Proposer may not correct or modify its Proposal in any manner unless in response to a written request for the City in its sole discretion.

A complete Proposal shall include the following:

- A. Transmittal letter signed by a principal(s) of the Proposer, including all contact information, which shall be the cover page of the Technical Proposal.
- B. Statement of Qualifications, which includes the following:
 - The composition and structure of the Proposer's team that sets out all key members including the development team,
 - Resumes of key personnel on the Proposer's team,
 - Three (3) references for each key personnel resume provided,
 - Qualifications of the Proposer's development team as they relate directly to designing, financing, constructing and operating similar development projects.
- C. Completed References & Qualifications Form.
- D. Narrative description and conceptual illustration of the proposed project including:
 - Description of planned uses and users of the Property,
 - Design and layout of the building/addition and site
 - Exterior landscaping and its integration into the overall use,
 - How historical elements will be featured, and
 - How public interaction and community use will be accommodated/facilitated.
- E. A draft project schedule that sets out the anticipated time of commencement of any required construction, length of likely construction, and identification of contingencies that might alter the timing.
- F. Financial Information that includes:
 - Anticipated financial and management interests in the rehabilitation project
 - Strategy for securing equity and financing
 - Banking references
 - Pro Forma
- G. Financial Proposal that includes the amount of lease payments for the Property and the proposed term/length of the lease.
- H. RFP security in the amount of \$5,000 ("Bid Security"). Such Security shall be payable to the City in the form of cash, certified check, treasurer's or cashier's check issued by a responsible bank or trust company, or a bid bond issued by a surety licensed to do business in the Commonwealth of Massachusetts; and shall be conditioned upon the Proposer abiding by the terms and conditions of this RFP.
All security shall be retained until the execution and delivery of a final Master Lease between the City and the Developer. .

Proposers responding to this RFP are reminded that the RFP security covers the City for damages when a Proposer withdraws its proposal after the submission date. **Be advised that to the extent permitted by law, the City will retain all RFP security for withdrawn proposals.**
- I. A detailed summary of the assumptions used by the Proposer to provide Financial Information and prepare the Financial Proposal, including without limitation, budget, rental assumptions for the building space, and calculation of the assumed lease payment(s).

Following the deadline for receipt of proposals, the Chief Procurement Officer will open the proposals and prepare a register of those Proposers submitting proposals which shall be available for public inspection.

In the event that City Hall or the Purchasing Department is not open on the date or at the time the proposals are due, proposals shall be due at the same time on the next following business day that City Hall and the Purchasing Department are open.

All proposals shall remain firm for one hundred and twenty (120) calendar days after the proposal opening.

PART V. QUESTIONS/ADDENDA

QUESTIONS: Inquiries involving procedural or technical matters shall be in writing to purchasing@newtonma.gov or faxed to the Purchasing Department no later than 12:00 noon on December 9, 2016:

City of Newton, Purchasing Department
1000 Commonwealth Avenue – Room 201
Newton, MA 02459
(617) 796-1227

ADDENDA: Each Proposer is required to acknowledge any/all Addenda. Proposers shall place their acknowledgment(s) as the first line of their Transmittal/*Cover Page* which shall be placed as the first page of their Technical Proposal. Addenda will be posted online at www.newtonma.gov/bids and emailed to every individual or firm on record as having received the RFP. If you have downloaded the RFP from the Internet, you must make yourself or your company known to the City's Purchasing Department by emailing purchasing@newtonma.gov or faxing (617) 796-1227, your company's or your: name, address, phone and fax number and include the RFP number and project title (#17-29 1294 Centre Street). It is the Proposer's sole responsibility to ensure that it has received all addenda prior to the RFP submittal date. If you do not register with the City, the City cannot be responsible for assuring that you receive addenda in a timely manner. Copies of addenda will be made available at the Purchasing Department and on the City's website: www.newtonma.gov/bids.

PART VI. PROJECT DESCRIPTION

The City intends to enter into a Master Lease for the redevelopment of a mixed-use project at the Property. In general, the redevelopment of the Property should contribute to Newton Centre's "quality of place" and strive for the "Excellence in Place-Making" as exhorted in the City of Newton's 2007 *Comprehensive Plan*.²

The key development objective is transformation in its most positive sense. In terms of the actual physical reconstruction of the library building and any additions, the City is requesting a redevelopment plan which preserves the building's major historically significant features while allowing for a design sensitive addition to accommodate additional development which includes housing units and ground-level commercial space. The goal of the housing element of the redevelopment is to provide housing for 5-10 low income families who will be enrolled in a program to assist in achieving economic self-sufficiency. To achieve the goal of assisting families to become self-sufficient, the Proposer will be expected to partner with a Social Services Provider, to be selected by the City through a separate Request For Qualifications process.

Key development considerations include:

Historic restoration of the principal architectural features of the building.

A design sensitive addition to accommodate the proposed 5-10 units of housing.

The provision of flexible office/community space to accommodate both the community at-large and needed office/group space for the Social Service Provider.

The preservation and enhancement of the site's green space areas.

A parking plan to accommodate the proposed users.

² A copy of the City of Newton's 2007 *Comprehensive Plan* can be found at <http://www.newtonma.gov/civicax/filebank/documents/30752>.

Zoning Requirements. The property was previously zoned Public Use but has recently been rezoned Business 1 in anticipation of this RFP, consistent with the commercial business district of Newton Center. Any development/rehabilitation/reuse will be subject to the new zoning of Business 1. Allowed uses in the Business 1 zone include but are not limited to:

- Office
- Retail
- Library or museum
- Bank
- Theatre
- Hall or club
- Service establishment
- Restaurants with not more than 50 seats
- Dwelling units above the first floor

Uses permitted by special permit include multi-family dwelling, restaurants with more than 50 seats, and open air businesses.

It is likely that any future use would require a special permit from Newton's City Council to waive parking requirements. Any proposed alteration or demolition must be reviewed by the Newton Historical Commission. The Newton Department of Planning and Development will offer guidance to the selected Proposer in the preparation of these submissions.

Connectivity. Your proposal should reflect the existing network of formal and informal pathways within the village center, adding to connectivity and ease of movement, and certainly not impairing existing passages.

Other City regulations and ordinances. Any proposal must comply with all relevant City ordinances. The relevant ordinances include but are not limited to the Light ordinance (Section 20-23), the Tree Preservation ordinance (Section 20-31), the Fence ordinance (Section 20-41), the Noise ordinance (Section 20-13), and the Zoning ordinance (Section 30 generally, and Article 4 specifically).³ **Execution of a Lease Agreement with the City for the Parcel in no way constitutes satisfaction of any applicable city ordinance nor guarantees issuance of any required city permit, including a special permit/site plan approval from the Newton City Council acting as a special permit granting authority.**

³ Newton City Ordinances are available at <http://www.newtonma.gov/gov/legal/ordinances.asp>.

PART VII. SELECTION PROCESS

The 1294 Centre Street redevelopment contract will be awarded to the most advantageous Proposer, as determined by the Mayor. The selection process will be made in three phases: (1) each proposal will be reviewed to see whether all Minimum Requirements set forth in Part VIII have been met, and any proposal not meeting those requirements (minor informalities and waivable exceptions excluded) will be eliminated from consideration; (2) the remaining proposals will be evaluated by applying the four Comparative Evaluation Criteria in accordance Part IX, with each proposal being assigned criterion and composite ratings by individual evaluators appointed by the City (“Evaluation Committee”); and (3) the evaluations will be reviewed in conjunction with the financial proposals, the results of any interviews and any additional information requested by the City, on which basis the City’s Director of Planning and the Evaluation Committee shall recommend the most advantageous proposer to the Mayor, who will make the final selection.

During the selection process, the City reserves the right for any reason deemed appropriate by the City: to waive portions of the RFP; to waive any minor informality in a proposal; to request “best and final” offers; to reject any and all Proposals; to terminate RFP #17-29; and/or to issue a new RFP.

Within 60 days of notification that it is the selected Proposer, the Developer will execute the attached Memorandum of Intent (MOI) in a form substantially similar to that in **Attachment D**. Within 90 days of the execution of the MOI, the parties shall negotiate the terms of a Master Lease Agreement and submit the following to the City unless such date is extended by mutual agreement:

- Lease Agreement approved by the City and executed by the Developer
- A deposit equal to one year’s lease payment.
- A signed Disclosure Statement of Beneficial Interest in accordance with M.G.L. c.7, §40J.
- Any other documents as required by the City

If the required documents are not executed and submitted to the City within the specified time, the Developer’s selection will automatically expire, unless extended in writing by the City in its sole discretion.

Following expiration of the MOI, the City reserves the right to negotiate with another Proposer if the Developer and the City are unable to negotiate a Master Lease.

PART VIII. PROPOSAL MINIMUM REQUIREMENTS

In order to be considered by the Evaluation Committee, a proposal must have met these RFP Minimum Requirements:

1. The Proposal must be a Complete Proposal as defined in Part IV above.
2. Provide evidence that at least one member of the Proposer’s designated professional team has demonstrable experience and knowledge of design and construction issues related to the reuse of historic structures, particularly those similar in age and materials to the subject property.
3. Demonstrate an understanding of the unique housing/service component of the project and have consulted with the City’s previously qualified Social Service Provider to gain specific insight on how best to design the project.
4. Provide three (3) satisfactory references for each member of the Proposer’s designated professional team.
5. Bid Security in the amount of \$5,000.
6. Provide evidence of financial capacity to undertake the proposed development.

7. Certificate of Non-Collusion.
8. Attestation - Certificate of Compliance with State Tax Laws, M.G.L. c. 62C, §49.
9. Certificate of Authority.
10. Certificate of Foreign Corporation (if applicable).

PART IX. EVALUATION OF PROPOSALS

Final selection of the most advantageous proposal will be based upon an evaluation and analysis of the information and materials required in Part IV Proposal Submission Requirements. Each member of the Evaluation Committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable to each of the four (4) Comparative Evaluation Criteria listed below. Based on these evaluation criteria ratings, a composite rating will be created by each evaluator for each Proposer. The Proposals will also be evaluated and ranked based on their financial benefit to the City.

Based on the evaluators' composite ratings for each Proposal, the Director of Planning and Development will make a recommendation to the Mayor as to which proposal is most advantageous based on the composite ratings, responsiveness of the Proposal to the City's use and design preferences, and financial benefits to the City. The final decision shall rest with the Mayor.

COMPARATIVE EVALUATION CRITERIA

1. Consistency with Project Description

Highly Advantageous: Conceptual description incorporates all of the desired attributes listed in the Project Description and the Board Order #287-11(4).

Advantageous: Conceptual description includes most of the desired attributes in the Project Description and the Board Order #287-11(4).

Not Advantageous: Conceptual description includes less than half of the desired attributes in the Project Description and the Board Order #287-11(4).

Unacceptable: The project fails to include the desired attributes listed in the Project Description and the Board Order #287-11(4).

2. Designated Professional Team's Understanding of the Project

Highly Advantageous: Designated professional team demonstrates a complete understanding of how best to integrate the housing/service component with the commercial and community space objectives.

Advantageous: Designated professional team demonstrates some knowledge of how best to integrate the housing/service component with the commercial and community space objectives.

Not Advantageous: Designated professional team demonstrates a limited knowledge of how best to integrate the housing/service component with the commercial and community space objectives.

Unacceptable: Designated professional team does not address the integration of the housing/service component with the commercial and community space objectives.

3. Qualifications of the Designated Professional Team

Highly Advantageous: Designated professional team consists of licensed and certified architects, engineer(s), contractor(s) and other design and construction professionals that together have completed one or more financially viable real estate projects of a scale and scope which meets the minimum requirements listed in the Project Description and the Board Order #287-11(4).

Advantageous: Designated professional team consists of [owner, project and construction managers,] licensed and certified architects, engineer(s), contractor(s) and other design and construction professionals that have completed one or more financially viable real estate projects of a scale and scope that meets some of the minimum requirements listed in the Project Description and the Board Order #287-11(4).

Not Advantageous: Designated professional team has preferred credentials in most, but not all areas of design and construction, and/or has development experience in a project of a smaller scale than that described in the Project Description and the Board Order #287-11(4).

Unacceptable: Designated professional team has no prior experience with like-type projects.

4. Project feasibility, including ability to obtain financing

Highly Advantageous: High likelihood that Proposer has the ability and the resources to complete its project in the manner proposed.

Advantageous: Reasonable likelihood that Proposer has the ability and the resources to complete its project in the manner proposed.

Not Advantageous: Not likely that Proposer has the ability and the resources to complete its project in the manner proposed.

Unacceptable: Proposer does not have the ability and the resources to complete its project in the manner proposed.

PART X. ADDITIONAL INFORMATION, INTERVIEWS, MEETINGS

The project contemplated by this RFP involves the disposition of public real property, together with construction and property management, social initiatives and negotiation of a Master Lease and numerous subleases. In submitting a Proposal, each Proposer agrees that additional information may be required, including interviews, presentations to municipal bodies, or providing additional information. Any agreement between the Developer and the City will also be of interest to the community at large, so Proposers may be obliged to make presentations and respond to questions from the general public at City-sponsored community meetings. Proposers agree that as a part of their submission they will cooperate fully in providing information and access to all interested parties on such occasion and under such circumstances as may arise.

PART XI. AWARD OF CONTRACT

The Mayor will select the designated Developer, taking into consideration the recommendations of the Evaluation Committee and the Director of Planning and Development.

PART XII. APPLICABILITY OF PUBLIC CONSTRUCTION LAWS

It is the City's intent that any agreement resulting from this RFP shall be for a private development to which none of the laws and regulations applicable to public construction projects shall apply. The City has established certain Proposal Minimum Requirements (See pp.10-11, above), but otherwise the Developer shall be responsible for the design, construction and administration of the Project. The City shall have the right to inspect the Project during construction for the purpose of assuring that construction is following the Developer's Proposal and not to modify the design or the manner of construction except to the extent any municipality might exercise its health, safety, and zoning powers for any private construction project.

PART XIII. DISCLAIMER/RESERVATION OF RIGHTS

The City makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. The Property will be disposed of to the Selected Proposer in "AS-IS", "WHERE IS" and with "ALL DEFECTS" without any representation, warranty or covenant of any kind whatsoever, and the successful Proposer shall agree to accept the Property in such condition without recourse to the City of any kind or for any reason whatsoever.

The City reserves the right to extend the deadline for submission of Proposals, to request supplementary information, to conduct interviews with any or all of the Proposers submitting proposals, to waive minor informalities, and to reject any or all proposals, in whole or in part, if in its sole judgment the best interests of the City would be served in doing so. The City will reject any and all proposals when required to do so by applicable law.

The City reserves the right to negotiate any and all terms of its Master Lease with the Developer. If such negotiations cannot be concluded successfully with the, the City may choose to negotiate Master Lease with the next most advantageous Proposer, to terminate this RFP process, or to begin a new RFP process.

Execution of a Master Lease in no way constitutes satisfaction of any applicable city ordinance nor guarantees issuance of any required city permit, including a special permit/site plan approval from the Newton City Council (formerly Board of Aldermen) acting as a special permit granting authority.

PART XIV. DUE DILIGENCE AND M.G.L. c.21E SITE DISCLOSURE

The Proposer shall be responsible for undertaking an independent review and analysis concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals and other development and legal considerations pertaining to the Property. The City has performed no 21E investigation and makes no representations as to potential contamination.

Nicholas Read
Chief Procurement Officer

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CITY OF NEWTON
REQUEST FOR PROPOSALS
1294 Centre Street
PRICE PROPOSAL FOR RFP #17-29

TO THE AWARDING AUTHORITY:

A. The undersigned proposes to undertake the development of the 1294 Centre Street, Newton, Massachusetts in accordance with the terms and conditions set forth in the Proposal submitted herewith and, in addition, to and in consideration therefore to pay the City as provided below.

B. This proposal includes addenda number(s) ____, ____, ____, ____,

The proposed price is:_____

☐ Lease (Attach term and rental payments)

COMPANY:_____

D. The undersigned certifies that this offer fully complies with all of the requirements of the Request for Proposals.

E. The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing sign design or consultation work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date_____ Name of Proposer)

BY: _____
(Signature)

(Printed Name and Title of Signatory)

- _____
(Business Address)

- _____
(City, State Zip)

- _____
(Telephone/Fax)

- _____
(Email address)

NOTE: If the developer is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; and if an individual, give residential address if different from business address.

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CITY OF NEWTON

DEVELOPER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____
2. WHEN ORGANIZED: _____
3. INCORPORATED? ____ YES ____ NO DATE AND STATE OF INCORPORATION: _____
4. IS YOUR BUSINESS A **MBE**? ____ YES ____ NO **WBE**? ____ YES ____ NO or **MWBE**? ____ YES ____ NO
- * 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

- * 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
____ YES ____ NO
IF YES, WHERE AND WHY?

- * 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? ____ YES ____ NO
IF YES, PROVIDE DETAILS.

- * 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

- * 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

CERTIFICATE OF NON-COLLUSION

Pursuant to the requirements of M.G.L. c.30B, §10, the undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual (Mandatory)

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

Print Name: _____ Date: _____

OR

Company Name
(Corporation, Partnership, LLC, etc.)

By: _____
**Corporate Officer (Mandatory)

Print Name: _____

Date: _____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

REQUEST FOR PROPOSAL #17-29

1294 CENTRE STREET

ATTACHMENT A



NEWTON CENTER LIBRARY
1294 CENTRE STREET
NEWTON CENTRE, MA 02459
508.552.1100
NEWTON CENTER LIBRARY

REQUEST FOR PROPOSAL #17-29

1294 CENTRE STREET

ATTACHMENT B

Board Order

REQUEST FOR PROPOSAL #17-29

1294 CENTRE STREET

ATTACHMENT C

Plan of Land

REQUEST FOR PROPOSAL #17-29

1294 CENTRE STREET

ATTACHMENT D

Form of Memorandum of Interest